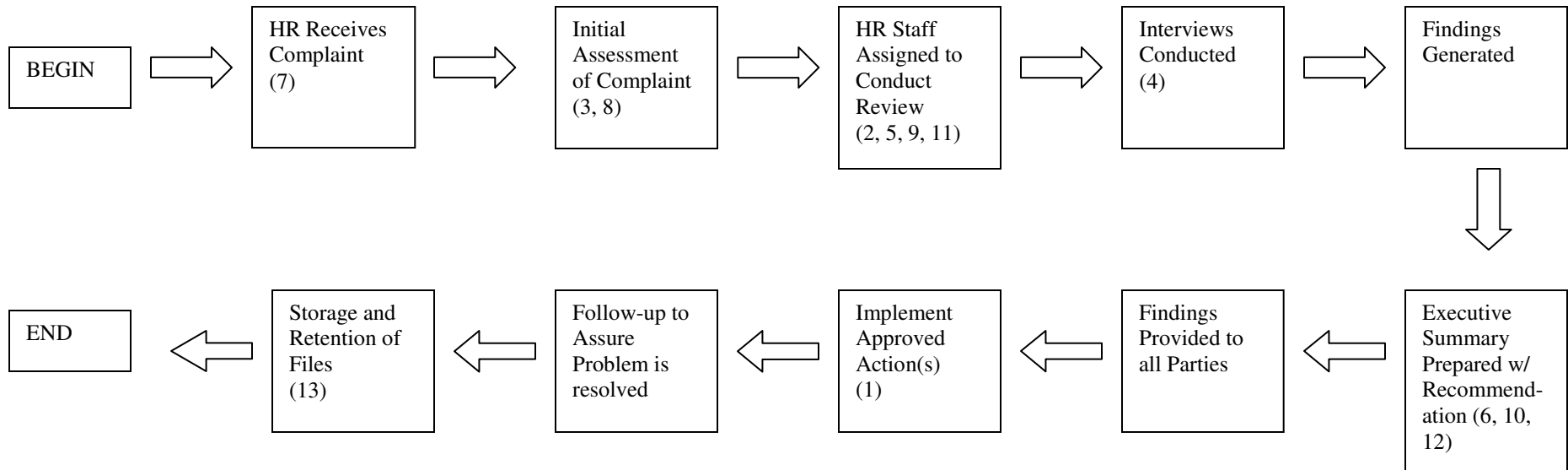


## Unlawful Harassment Investigations 11/05



1. UDOT reviews option to transfer employee(s) to another unit.
2. Agriculture requests DHRM complete internal investigation of unlawful harassment.
3. Referral to law enforcement or AG's Office for criminal investigation. NOTE: Such referrals may be made at any time as appropriate during the investigation process.
4. Trust Lands HR give investigation documentation to in-house counsel.
5. DWS internal audit unit conducts investigations. DWS has agency policy for conducting investigations.
6. DWS internal audit writes reports and submits to HR.
7. Corrections has mid-manager or supervisor make decision on whether to initiate an investigation – based on Corrections policy.
8. Corrections mid-management supervisor refers to Division Director for formal investigation.
9. Corrections – Office of Professional Standards and Ethics (OPSE) or Law Enforcement Bureau (LEB) conducts investigation based on agency policy.
10. Corrections – OPSE or LEB writes report.
11. DHS – all HR related internal investigations are done by HR staff or HR and an agency report. Utah State Hospital has in house Liability Prevention staff that completes all internal investigations (HR related still consult with HR staff.)
12. DHS has standard format for investigation report that is used by all investigators.
13. Storage and retention of investigation files – per state records retention schedule and DHRM R477-15-16.